



PROGRAM EXCEPTIONS: SUBSTITUTIONS

This form is not intended for exceptions within the General Education Curriculum or other college-level graduation requirements, which require petition to the Academic Standards Committee.

Student Name:

ID#:

Advisor:

Major, Minor, Cert/Spec.	Required Course	Substituted Course*	Dept. Chair Signature & Date
RATIONALE: Please outline why the exception is necessary AND how the Program Student Learning Outcomes (PSLOs) will be met with the approved alternate course.			
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*Please note:

- If the approved course is a general credit course (i.e. numbered X00) or topics course, please include course title.
- Be mindful of the overlap rules when considering substituting a course that is being used in another declared program (i.e., 18 upper-division hours between majors, 12 hours in the minor, 6 hours in a certificate/specialization)

The signed form should be submitted to the Records Office at the time the exception is granted to allow the exception to be reflected in Self-Service and reduce confusion regarding financial aid calculations and progress toward the degree.